

Department of Chemistry, College of Science, National Sun Yat-sen University

Faculty Evaluation Implementation Guidelines

Established at the 7th department affairs meeting for Academic Year 2005 on 3/23/2006
Approved at the 5th College of Science Faculty Evaluation Committee meeting for Academic Year 2005 on 3/30/2006
Amended at the 10th department affairs meeting for Academic Year 2005 on 6/1/2006
Amended and approved at the 303rd University Faculty Evaluation Committee meeting on 6/15/2006
Amended at the 4th department affairs meeting for Academic Year 2009 on 1/19/2010
Approved at the 4th College of Science Faculty Evaluation Committee meeting for Academic Year 2009 on 2/25/2010
Amended at the 7th department affairs meeting for Academic Year 2009 on 5/11/2010
Approved at the 1st College of Science Faculty Evaluation Committee meeting for Academic Year 2010 on 9/27/2010
Reviewed and approved at the 331st University Faculty Evaluation Committee meeting on 12/16/2010
Amended at the 3rd department affairs meeting for Academic Year 2010 on 1/20/2011
Amended and approved at the 4th College of Science Faculty Evaluation Committee meeting for Academic Year 2010 on 3/9/2011
Amended and approved at the 333rd University Faculty Evaluation Committee meeting on 3/24/2011
Approved at the 4th university affairs meeting for Academic Year 2010 on 6/3/2011
Amended at the 2nd department affairs meeting for Academic Year 2011 on 12/1/2011
Amended and approved at the 5th College of Science Faculty Evaluation Committee meeting for Academic Year 2011 on 12/21/2011
Amended and approved at the 339th University Faculty Evaluation Committee meeting on 1/12/2012
Approved at the 3rd university affairs meeting for Academic Year 2011 on 3/23/2012
Amended at the 4th department affairs meeting for Academic Year 2013 on 2/21/2014
Amended at the 5th department affairs meeting for Academic Year 2013 on 3/21/2014
Amended and approved at the 5th College of Science Faculty Evaluation Committee meeting for Academic Year 2013 on 4/7/2014
Reviewed and approved at the 363rd University Faculty Evaluation Committee meeting on 10/16/2014
Approved at the 2nd university affairs meeting for Academic Year 2014 on 12/26/2014

1. The Faculty Evaluation Implementation Guidelines (hereinafter referred to as the Guidelines) are established by the Department of Chemistry (hereinafter referred to as the Department) in accordance with **the National Sun Yat-sen University's Regulations for Faculty Evaluations** to improve the performance of the faculty of the Department in terms of teaching, research, and counseling and services.
2. All full-time faculty members shall undergo evaluations in accordance with the Guidelines, except for those eligible for exemption from evaluations, as set forth in the National Sun Yat-sen University's Regulations for Faculty Evaluations. Any faculty member who shall undergo an evaluation but fails to submit materials for the evaluation will be considered failing to pass the evaluation.
3. The criteria for evaluating the faculty of the Department consist of the following three categories: teaching, research, and counseling and services. The full mark is 100. Teaching, research, and counseling and services account for 40%, 40%, and 20%, respectively. Any faculty member holding a major injury/illness certificate or disability card may adjust the percentage of each category within the scope prescribed in the University's Faculty Evaluation Implementation Guidelines.
4. **Refer to the University's Faculty Evaluation Indicators** for the faculty evaluation criteria and scoring method.
5. Evaluation results include "pass", "conditionally pass," and "fail."
6. The evaluation process:
 - (1) A list of the faculty members exempt from evaluations and the faculty members **required to undergo** evaluations shall be compiled at the beginning of the evaluation year.

- (2) The faculty members required to undergo evaluations shall, before January 31 of the evaluation year, submit an evaluation form and teaching-related materials to the Department Faculty Evaluation Committee.
- (3) The Department Faculty Evaluation Committee shall examine and verify the materials submitted by the faculty members before forwarding the same to the College Faculty Evaluation Committee according to the schedule set by the College of Science.
7. The College Faculty Evaluation Committee shall submit faculty evaluation results (including comments of committee members) to the Office of Academic Affairs for compilation purposes, and shall give written notice to the evaluated faculty members and their department/institute. If any evaluated faculty member has an objection, they may, within fifteen working days from the day following receipt of such notice, file a written appeal with the College Faculty Evaluation Committee. If any faculty member has an objection to their appeal results, they may file a second appeal with the University Faculty Evaluation Committee. Should they have any objection to the results of the second appeal, they may file a grievance in writing with the University Faculty Grievance Committee.
8. Any matters not covered by the Guidelines shall be governed by applicable regulations.
9. The Guidelines, enacted at a department affairs meeting, shall become effective after being approved by the College Faculty Evaluation Committee and University Faculty Evaluation Committee and ratified by the President. The same procedure shall also apply to any amendments.